

BROXTON AND DISTRICT PARISH COUNCIL

28th July 2025

Commenced: 7.30 pm

Terminated: 9.00 pm

**Present: Councillors Henshall,
Councillors Houghton, Rogers, Shadbolt and Wild.**

Councillor Mike Jones – Cheshire West and Chester Council

There were two members of the public in attendance.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Borman.

2. DECLARATIONS OF INTEREST

There were no declarations of interest from Members of the Parish Council

3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 20th May 2025 were approved as a correct record and signed by the Chair.

4. PUBLIC FORUM

The members of the public reported on Planning Application 25/01793/FUL and clarified queries that had been reported to the Local Planning Authority.

The Chair reported that he had been asked to raise the following matters by residents who had raised concerns:-

- (i) The status of a tree that had partly fallen on Reading Room Lane and was considered a safety hazard.
- (ii) The encroachment onto the highway of farm machinery on Sherrington Lane.

RESOLVED

That the Clerk notifies Cheshire West and Chester Highways Department of these matters.

5. NATIONAL TRUST

The Parish Council met with Mr Sam Jones from the National Trust, to consider and discuss ways in which it could offer support.

Mr Jones referred to:-

- National Trust overview of Bickerton Hill which contained 50% woodland and 50% heathland;
- The SSSI status of Bickerton Hill for lowland heath, as the entire site was a valuable habitat for varied species of butterflies, insects and birds;
- Current planned work/activities, which focussed on maintenance and footpath improvements;
- Dead hedging was also being introduced to ensure visitors and dogs remained on the paths;
- Future planned work/activities, the footpath improvements was the main project designed over a 5 year period;
- Medieval boundary stones;
- The SSSI status of the area of land currently used as an informal football pitch.

The Chair asked Mr Jones to forward to the Clerk the exact location, via What3Words of the Medieval Boundary Stones, so that they could be included in the Parish Council's List of Local Monuments and Items of Historic and Cultural Interest.

RESOLVED

That the report be noted.

6. GOVERNANCE MATTERS

RESOLVED

That the Standing Orders 2025-2026, circulated with the agenda, be approved.

7. BUDGET AND FINANCE 2025-2026

The Parish Council considered a report of the Clerk and Responsible Financial Officer on the following matters:-

(i) Transactions

RESOLVED

That the following transactions be approved:-

Payee/Payer	Description	Receipts	Payments
Brown Knowl Methodist Church	Room Hire 6 meetings at £30 per meeting		£180.00
	Interest	£8.91	
Lloyds Bank	Service Charge		£4.25
1st Sandstone Scouts	Grant for Kitchen refurbishment		£500.00
Mustard Print	Sample signage		£42.00
HugoFox	Invoice 14869		£11.99
HMRC	May NI		£4.88
HMRC	May PAYE		£90.00
M Clough	May Salary		£359.54
	Interest	£8.67	
Lloyds Bank	Service Charge		£4.25
HugoFox	Invoice 15748		£11.99
HMRC	June PAYE		£89.80
HMRC	June NI		£4.88
M Clough	June Salary		£359.74
	Interest	£7.50	

* Members noted that despite an invoice being received for the purchase of the Bicycle Racks, the invoice did not contain any bank details, to which payment can be made. The Clerk was attempting to obtain these details.

(ii) Approval of Payments

RESOLVED

(a) That the following payments be approved:-

Payee/Payer	Details	Expenditure
M Clough	Salary July	Approx. £359.74
HMRC	PAYE July	Approx. £90.00
M Clough	Salary August	Approx. £359.74 + £56.00 backpay
HMRC	PAYE August	Approx. £90.00 + £14.00
M Clough	Petrol Reimbursement for Notices 20 th January 2025 – 24.9 miles	

	16 th March 2025 – 24.9 miles 13 th May 2025 – 24.9 miles 21 st July 2025 – 24.9 miles Total Mileage = 99.6 @ 0.45p per mile	£44.82
Mintopia	Sand and Oil Bench (approved under the delegated authority of the Clerk in consultation with the Chair)	£100.00

- (b) That the Local Government National pay increase from 1st April 2025, in the sum of 3.2% be noted and approval be given to the backpay to be applied to the Clerk's August salary.

(iii) Budget Head Expenditure 2025-2026

RESOLVED

That the following Budget Head expenditure to 20th July 2025, be approved:-

Budget Head	Total	Budget Allocated	£ Difference
Clerk Salary	£1,348.62	£5,450.00	£4,101.38
National Insurance	£14.64	£70.00	£55.36
General Admin	£0.00	£100.00	£100.00
Payroll Provider	£93.60	£340.00	£246.40
Internal Auditor	£136.50	£150.00	£13.50
Subscriptions	£128.97	£175.00	£46.03
Information Commissioner	£0.00	£35.00	£35.00
Petrol Expenses	£0.00	£70.00	£70.00
Room Hire	£180.00	£245.00	£65.00
Website Costs	£35.97	£120.00	£84.03
Email Costs	£0.00	£120.00	£120.00
Microsoft Office	£0.00	£60.00	£60.00
Insurance	£484.83	£575.00	£90.17
Training	£0.00	£105.00	£105.00
Poppy Wreaths	£0.00	£30.00	£30.00
Elections	£0.00	£275.00	£275.00
Defibrillator Maintenance	£0.00	£150.00	£150.00
Planting	£0.00	£100.00	£100.00
Fire Engine House	£0.00	£1,000.00	£1,000.00
Grants	£500.00	£500.00	£0.00
Other Projects	£295.86	£1,000.00	£704.14
Projects (CIL)	£0.00	£4,867.15	£4,867.15
	£3,218.99	£10,670.00	£7,451.01

(iv) Explanation of Variances

The Clerk reported that there were no variances to approve at this meeting.

(v) Bank Reconciliation as at 20th July 2025

RESOLVED

That the following Bank Reconciliation as at 20th July 2025, be approved:-

Bank Reconciliation 20th July 2025	
BROXTON AND DISTRICT PARISH COUNCIL	
Financial year ending 31 March 2026	
Prepared by: Muna Clough, Parish Clerk & RFO	

Balance per bank statements	
Current Account (07572433) at 30th June 2025	£8,692.81
Savings Account (00674201) at 20th July 2025	£13,040.04
Less: any unpresented cheques	£253.86
Add: any unbanked cash	
Net bank balances as at 20th July 2025	
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	£21,478.99
<u>CASH BOOK</u>	
Opening Balance at 1st April 2025 Current Account 07572433	£3,657.94
Opening Balance Savings Account	£13,004.27
Add: Receipts in the year Current Account 07572433	£8,000.00
Add: [Direct] Receipts in the year Savings Account 07572433	£35.77
Less: Payments in the year Current Account 07572433	£3,218.99
Less: [Direct] Payments in the year Savings Account	£0.00
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£21,478.99

(vi) Bank Statements

RESOLVED

That the following bank statements, and screenshot be received:-

Current Account

- 31st May 2025
- 30th June 2025

Savings Account – Screenshot

8. CIL MONIES

Members discussed and considered the following matters:-

(i) Street Furniture Licence

Members noted the approved Street Furniture Licence for Bicycle Racks to be installed on the Bus Shelter.

In relation to the application for the Hamlet Signs, it was considered that a single street licence for all signs, was the most appropriate.

RESOLVED

That the Clerk attempts to ensure that one single street licence is sufficient for the 6 Hamlet signs.

(ii) Refurbishment of Bus Shelter (including installation of Bicycle Racks)

RESOLVED

That the quote from Mintopia for the refurbishment of Bus Shelter, including the installation of Bicycle Racks, in the sum of £510.00, as circulated with the agenda, be approved.

9. LOCAL MONUMENTS AND ITEMS OF HISTORIC OR CULTURAL INTEREST

Further to Minute 8 of the last meeting, Councillor Shadbolt reported that there were no updates to report at this stage, but Members discussed the Halfway Milestone between Whitchurch and Chester, which had still not been relocated to its correct position by the Borough Council.

Members were encouraged to look at other Parish Council websites and put forward suggestions for expanding the content of Broxton and District Parish Council website, with information on local matters.

RESOLVED

That Councillor Borman be asked to address Halfway Milestone between Whitchurch and Chester by reporting the matter to Cheshire West and Chester Highways Department.

10. HIGHWAYS MATTERS

RESOLVED

(i) That the Clerk contacts Cheshire West and Chester Highways Department over the following matters:-

- To ascertain the status of a new contractor providing interactive vehicle signs.**
- To report the collapse of Almonds Lane, Duckington due to the highway being eroded by water running off the hill.**
- The blockage of a drain at Broxton Roundabout which is causing the permanent flow of water.**

(ii) That Councillor Shadbolt be appointed as the Public Rights of Way Lead.

(iii) That an item on Public Rights of Way, be placed on the next Agenda.

11. PLANNING MATTERS

Planning Applications

Councillor Shadbolt reported on the following planning matters relating to the Parish Council.

Reference Number: **25/01793/FUL**

Site Address: **The Firs Sherrington Lane Broxton Chester CH3 9JU**

Proposal: **Demolition of existing conservatory, erection of side/rear extension**

RESOLVED

That no observations are submitted on this application.

Reference Number: **25/01825/FUL**

Site Address: **Sandy Lane Farm Lower Sandy Lane Broxton Chester CH3 9JQ**

Proposal: **Demolition of existing outbuilding, erection of two storey and single storey extensions, alterations to windows and doors, and to include render application.**

RESOLVED

That no observations are submitted on this application.

12. BOLESWORTH MEETING

Councillor Shadbolt updated the Parish Council on the meeting held in May. Councillor Jones reported on local matters.

RESOLVED

That the reports be noted.

13. DATE OF NEXT MEETING

Members noted that the next meeting would be held on Monday, 22nd September 2025 at 7.30 pm.

14. URGENT ITEMS

The Chair reported that there were no items that required consideration as a matter of urgency.

15. EXEMPT BUSINESS

Members resolved that the following item of business was exempt from the press and public as it contained commercially sensitive information.

16. THE FIRE ENGINE HOUSE

Councillor Henshall to present an update on this matter.

RESOLVED

That Councillor Henshall and the Clerk be given authority to take this matter forward, and any expenditure incurred, to a maximum of £1,000.00, be approved.